



Self-Advocacy Development Project

Purpose

The Arizona Developmental Disabilities Planning Council (ADDPC) seeks to make funds available for self-advocates and guardians of children/adults with developmental disabilities to participate in conferences, workshops and other training opportunities that will increase their knowledge and ability to become effective self-advocates.

Scope of Work

The contractor shall provide a consistent mechanism for involving a diverse group of persons with developmental disabilities and persons of support to children with developmental disabilities statewide, in training and development of skills related to self-advocacy. These skills may include but will not be limited to the following:

- Leadership Development
- Public Speaking
- Organization and Coalition Building
- Grant Writing
- Effective Adaptive Oral and Written Communication
- Collaboration
- Effective Use of the Political Process
- Attendance at Self-Advocacy Meetings when Substantive Information can be Obtained and Applied to Strengthening Existing Systems in a Measurable Way.

The contractor will rely on existing networks or develop additional networks to monitor, identify and assess training opportunities using the following priorities:

- Training occurring within Arizona
- Training occurring in states immediately proximate to Arizona
- Training occurring in the western region of the U.S.
- Training occurring nationally

The contractor will also utilize its' own existing resources and develop supplemental networks to do outreach to persons with developmental disabilities and guardians to inform them of self-advocacy development opportunities.

Tasks

1. Obtain approval from the ADDPC on the final design for self-advocacy centered and culturally competent strategies for recruiting persons with developmental disabilities and guardians to participate in development of self-advocacy skills.

2. Develop and provide policies and procedures outlining how candidates for training are screened using objective measures to assess capacity to benefit from training, and alignment of proposed training with ADDPC Mission, Values and Goals as written in the existing 5 Year State Plan.
3. Develop an ongoing and current registry of training events that will be beneficial to persons with developmental disabilities and persons of support in strengthening self-advocacy skills, especially in the area of leadership development.
4. Use existing, or develop and expand databases containing contact information for persons with developmental disabilities or guardians for use in outreach and recruitment for participation in appropriate self-advocacy training opportunities.
5. Develop methods to evaluate training completed by self-advocates and persons of support that will measurable outcomes resulting in systems change and/or increased capacity and knowledge on how to be an effective self-advocate.
6. Arrange for and compensate persons with developmental disabilities and guardians for registration, travel, and accommodations (as required by the Americans with Disabilities Act) to approved training events, consistent with Arizona State Travel Rates and approved by the ADDPC.
7. Reimbursement to the contractor will be for the following:
 - Registration fee
 - Transportation costs (including mileage)
 - Lodging
 - Meals
 - Personal Assistant Services
 - Other reasonable expenses related to attending training events

Special Provisions of the Contractor

- The contractor will ensure that funding of training for self-advocates or guardians are limited to Arizona residents who are not eligible for reimbursement from other agencies/organizations of which they are an employee or a member.
- The contractor with approval of ADDPC shall determine limitations to be imposed on training per individual, on a calendar basis, to ensure opportunities exist for the largest number of participants as possible.
- The contractor with approval of the ADDPC shall determine the maximum allowable amount per individual to participate in training events both in and out-state.
- The contractor with the approval of the ADDPC will establish a policy addressing the maximum number of self-advocates or guardians to participate in any single out-of state event.
- The contractor will develop an application and coinciding policy for self-advocates and guardians to ensure a detailed screening process. This policy will also incorporate the methods used to select training candidates with equal competencies, when more applicants than available positions exist.

- The contactor shall develop policies in the areas of: support for training based on the availability of funds; applicants being responsible for any amount of expenditure above the maximum allowable per person; applicants being responsible for full cooperation with the contractor in participating with follow-up reports and necessary actions needed to measure outcomes of participation. Failure to comply will result in disqualification from participation in future events and cancellations.

Payment/Reimbursement

- Reimbursement of actual expenses will be made upon receipt of applicant's participation report and copies of expense receipts.
- Meals, lodging, mileage will be paid at the State of Arizona established rates. It is the applicant's responsibility to confirm that their hotel, meal and mileage rates fall within the State established rates in order to not incur additional out of pocket expenses. These rates can be obtained by accessing:
http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf